

FINAL RECOMMENDATION

9/18/00

Recommendation of the Action Plan Team: Leadership and Communications for Issue 2 – 9, Item #94 (page 26 of the Action Plan):

Summary: (verbatim from the Action Plan)

“Formalize and document action-planning process to set deadlines and deliverable dates.”

Recommendation	Target Date
1. Teams will research and review pertinent information related to the recommendation and prepare an initial draft for review by USFA Senior Management. Management will review the draft and approve the recommendation as is or return it to the Team for clarification or additional information. Should Management disapprove the Team's final recommendation, it is incumbent upon Management to craft another recommendation. Approved recommendations will be assigned to USFA offices for implementation. Regular status reports shall be submitted to update Management on implementation progress.	Completed
2. Establish an automated system to track recommendations as they proceed through the review, draft, approval and implementation stages. The automated system will be available to all USFA employees.	Completed
3. Create display charts for each team to reflect the real-time status of each recommendation. The charts will be displayed in the Team Operations Center for staff and the public to review.	Completed
4. Maintain a hard copy reference manual of all drafts and the final recommendation for each item. The manual will be available for reference in the Team Operations Center. The official record of the signed recommendations will be maintained by the Office of the Chief Operating Officer.	Completed
5. Create a page on the USFA web site that lists the overall status of Action Plan items, recommendations as they are approved, and projected or actual implementation dates.	15 days from approval of this recommendation

Background:

To provide an accurate and historical record of USFA's implementation of the Action Plan, it is vital that information is recorded in a uniform and timely manner. It is also important that this information be communicated to both USFA employees and the public to provide insight into the decision-making process and updates on progress towards completion.

Conclusion:

These recommendations will support the uniform sharing of information with both USFA employees and the public regarding USFA's implementation of the Action Plan recommendations. In addition, these recommendations may be adopted by other teams to share information across organizational elements and with the public.

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APPROVED/Date

DISAPPROVED/Date